

Good Afternoon - I have a request for information from you that is due back to Headquarters **Wednesday, 4/1/09** relating to the Toxics monitoring at Schools effort. As you know, a great deal of coordination and planning must occur prior to such a monitoring campaign. In preparation for this work, OAQPS has 1) developed a monitoring plan and associated QAPP; 2) initiated the procurement of monitoring equipment needed to support this effort; 3) arranged for sample analyses via the national air toxics contract laboratory; and 4) identified a contractual mechanism for on-site sampling support in the event that the jurisdictional state or local agency is unable to provide such support. Given that much up front coordination (i.e., representative and secure monitor siting and access) between the monitoring agency and school is needed prior to the arrival of the monitoring equipment (some of which may be available for shipping in as little as three to four weeks), it's vital that the monitoring agencies indicate their commitment to provide the necessary up-front coordination and sampling support for this effort (initial monitoring campaign will run for 60-90 days at each site). **OAQPS has asked that I obtain your official commitment to this effort.**

Other important information that will be needed in short order will include the following:

- A primary and secondary POC within each State/Local (S/L) agency involved in this initiative for the purpose of communication and the coordination of matters related to the delivery and receipt of air monitoring equipment. This information will also be used to generate a national list of contacts for future communications on the air monitoring activities related to this effort.
- The exact name, title, and mailing/shipping address of each S/L agency contact who will be responsible for receiving this equipment. This is important due to the fact that some S/L agencies have central offices along with regional and/or satellite offices, so having the proper agency contact and mailing/shipping information will hopefully minimize any delays in the delivery of the equipment and will ensure that the right parties received it.
- A list of specific equipment EPA can provide your agency will be sent to you and your staff over the next week or so. We will be asking that you review the list and inform us whether you may need additional equipment to conduct this monitoring.

Please respond to me and copy Motria Caudill (caudill.motria@epa.gov). We are able to provide additional support to your field staff if you have such a need. As always, I appreciate your support.